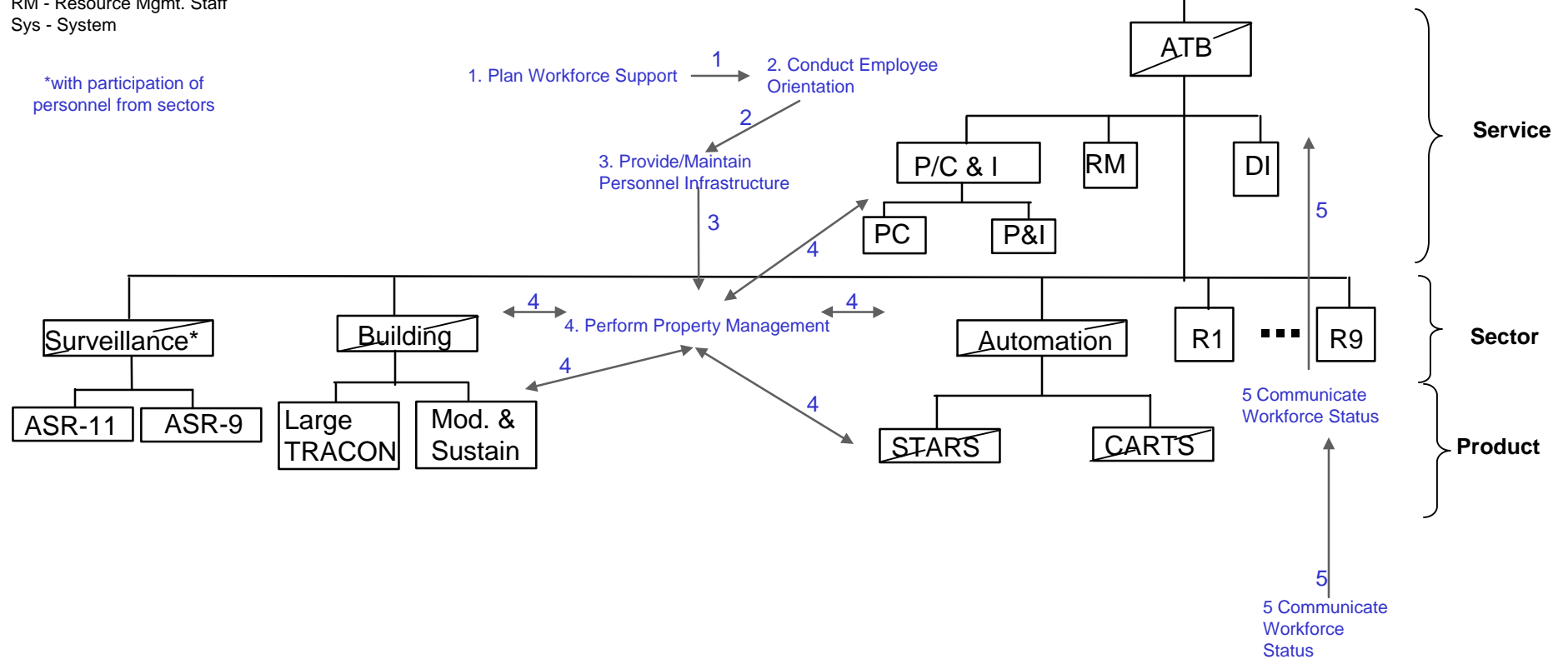# Cross ATB Workforce Management

DI - Deployment Support
OSF - Operational Support Facility
PC - Program Control
P/C & I - Plan/Control & Integration
P&I - Plan & Integration
PL - Product Line
R - Region
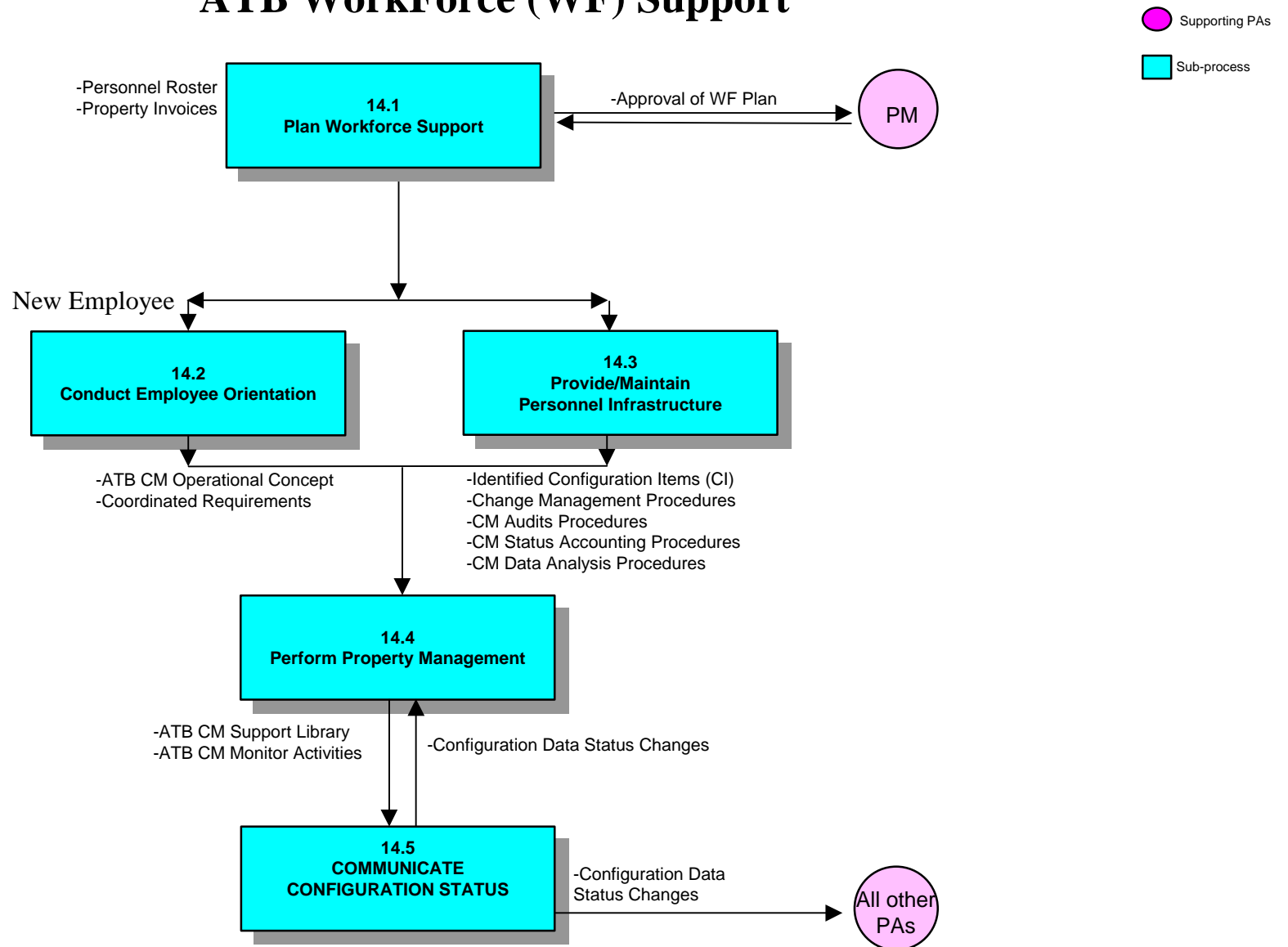RM - Resource Mgmt. Staff
Sys - System

*with participation of
personnel from sectors

1. Plan Workforce Support → 2. Conduct Employee Orientation

1

2

3. Provide/Maintain
Personnel Infrastructure

3

4

AOA

ATS

ATB

P/C & I   RM   DI

PC   P&I

5

Service

4   4. Perform Property Management   4

4   4

Surveillance*   Building   Automation   R1 ■ ■ ■ R9

ASR-11   ASR-9   Large   Mod. &   STARS   CARTS
                       TRACON Sustain

5 Communicate
Workforce Status

Sector

Product

5

5 Communicate
Workforce
Status

*Initially - Planning Only

14.0 Workforce Support

Previous Process:	Purpose/Definition:	Next Process:
• Employee is hired	To provide a work environment and resources conducive to productivity and mission accomplishment.	• Reassign employee

Performing Agent(s):	Owner: ATB Lead	Customer(s):
• ATB	**Sub-Processes:** 14.1 Plan Workforce Support 14.2 Conduct employee orientation 14.3 Provide/Maintain Personnel Infrastructure 14.4 Perform Property Management	• ATB

Input(s):		Output(s):
• Personnel Roster • Property Invoices		• Completed work assignments
		Reviews and Audits: •HR Peer Review

Entry Criteria:	Training/Tools/Handbooks/Policy:	Exit Criteria:
• Contract Award	AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	• Employee reassigned

DRAFT

ATB WorkForce (WF) Support

● Supporting PAs

■ Sub-process

-Personnel Roster
-Property Invoices

14.1
Plan Workforce Support

-Approval of WF Plan

PM

New Employee

14.2
Conduct Employee Orientation

14.3
Provide/Maintain
Personnel Infrastructure

-ATB CM Operational Concept
-Coordinated Requirements

-Identified Configuration Items (CI)
-Change Management Procedures
-CM Audits Procedures
-CM Status Accounting Procedures
-CM Data Analysis Procedures

14.4
Perform Property Management

-ATB CM Support Library
-ATB CM Monitor Activities

-Configuration Data Status Changes

14.5
COMMUNICATE
CONFIGURATION STATUS

-Configuration Data
Status Changes

All other
PAs

DRAFT

14.1 Plan Workforce Support

Previous Process:	Purpose/Definition:	Next Process:
• Employee is hired	Perform the activities required to assure a personnel environment is established and maintained that is conducive to the accomplishment of mission goals.	• Sub-Process 14.1
Performing Agent(s): • ATB	**Owner:** ATB Lead **Sub-Processes:** 14.1.1 Establish time recording, admin support for employees. 14.1.2 Schedule in-processing tasks 14.1.3 Coordinate work schedule	**Customer(s):** • ATB
Input(s): • Contract		**Output(s):** • Workforce Plan
		Reviews and Audits: Peer Review Workforce Plan
Entry Criteria: • Contract Award	**Training/Tools/Handbooks/Policy:** AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	**Exit Criteria:** • End of contract period of performance

14.2 Conduct Employee Orientation

Previous Process: • Sub-process 14.1	**Purpose/Definition:** To ensure employees are aware of workplace and organizational structure of new job.	**Next Process:** • Sub-process 14.3
Performing Agent(s): •ATB	**Owner:** ATB Lead **Sub-Processes:** 14.2.1 Provide new-hire information to all concerned 14.2.2 Brief Organizational prospective and goals	**Customer(s):** • ATB
Input(s): •Employee Orientation Briefing		**Output(s):** • Evidence that employee attended briefing
		Reviews and Audits: Peer Review of briefing by project, Review of personnel records
Entry Criteria: • Employee is hired	**Training/Tools/Handbooks/Policy:** AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	**Exit Criteria:** • Employees are Oriented

14.3 Provide/Maintain Personnel Infrastructure

Previous Process: • Sub-process 14.2	**Purpose/Definition:** Ensure employees have appropriate materials and supplies to perform their jobs.	**Next Process:** • Sub-process 14.3
Performing Agent(s): • ATB	**Owner:** ATB Lead **Sub-Processes:** 14.3.1 Establish and maintain office furnishings and supplies 14.3.2 Provide and maintain computers, networks, INFOSEC, etc.	**Customer(s):** • ATB
Input(s): • Roster of current and potential employees		**Output(s):** • Employee has operational environment
		Reviews and Audits: MIS Review
Entry Criteria: • Contract Awarded	**Training/Tools/Handbooks/Policy:** AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	**Exit Criteria:** • Contract completion

14.4 Perform Property Management

Previous Process:	Purpose/Definition:	Next Process:
• Sub-process 14.1	Acquire, identify and distribute property required to accomplish mission.	• Sub-process 14.1

Performing Agent(s):	Owner: ATB Lead	Customer(s):
• ATB	**Sub-Processes:** 14.4.1 Purchase required property 14.4.2 Label all property 14.4.3 Assign property to employees, record location and maintain control at all times.	• ATB

Input(s):		Output(s):
• Property in house		• Employee toolkit

Reviews and Audits:

Property Inventory

Entry Criteria:	Training/Tools/Handbooks/Policy:	Exit Criteria:
• Employees on-board	AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	• Review completed "AND/OR" Approved